

CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816



Career Opportunity

November 3, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

Associate Governmental Program Analyst May consider Staff Services Analyst FULL TIME / PERMANENT

SALARY

\$4,600 - \$5,758

QUESTIONS ABOUT THE JOB

HUNT DROUIN

(916) 341-3146

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

FINAL FILING DATE

NOVEMBER 6, 2015

POSITION LOCATION

SACRAMENTO (HQ)

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

RPA # 16-1091

SUPPLEMENTAL QUESTIONNAIRE – REQUIRED

In addition to your standard State Application (Form Std. 678) you must submit a prepared written response to the following supplemental questions:

Your responses to the Supplemental Questions below are a required component of the application process. Responses to all questions shall not be more than two (single-sided) pages in length. The essay must be typed in Times New Roman or Arial font, 12-point, single spaced, and with margins set at one inch (1") on each side. The responses must clearly state your professional experience relevant to the duties of the Corpsmember Development (CMD) Analyst position.

1. Describe your experience with administering an AmeriCorps or other grant-funded program with significant compliance requirements.
2. Describe a situation where you made recommendations for a grant proposal or a policy change. What steps did you take to prepare the recommendations? What was the result?
3. Describe an experience you have developing a training curriculum and presenting it to staff and/or external stakeholders.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

4. Describe your experience working as a departmental liaison with an outside organization (e.g. educational institution, career placement entity, vocational training provider or community-based organization). How did you create a positive working relationship?

Duties: Under the direction of the Corpsmember Development and Support Manager, the Corpsmember Development Analyst performs the following duties. This position requires out-of-town overnight travel for CCC field staff training and support.

Scholarship and AmeriCorps Program Coordination: The incumbent coordinates one or more of the following: the Corps Network AmeriCorps Education Award Program, Veteran Fire AmeriCorps, Volunteers In Service To America (VISTA), CCC Scholarships and other AmeriCorps programs as they are developed. This includes producing monthly reports, program coordination, meeting facilitation, training and supporting field staff, tracking and reporting progress, and program record-keeping; processing scholarship applications and payment requests; and working with field staff to promote corpsmember development opportunities. This position may also coordinate, track and report program information for post-separation statistics other Corpsmember Development (CMD) programs and services.

Partnership and Resource Development: Reaches out to and works with field staff, government agencies, community based organizations, education and training providers, academia, local corps, organized labor, foundations and other resources to develop local and statewide partnerships and resources. Uses information and data to coordinate, develop and enhance partnerships that support the development and improvement of corpsmember skills, education levels and competencies. Assesses benefits of potential partnerships relative to current and projected job market analyses and the CCC corpsmember population in order to ensure the CCC program reflects current-day needs of corpsmembers, the CCC and the State of California. May serve as main liaison between CCC and charter school providers.

Program Analysis and Development: Uses information and data, to write issue papers, reports, proposals and portions of Department-wide documents, such as updates, plans, and policies related to corpsmember development. Performs research and analysis necessary to determine the best practices, programs, standards and resources needed for ensuring all corpsmembers achieve expected core competencies while in the CCC, including general job skills, basic education and life skills. Works with other staff and external partners to develop and upgrade corpsmember development programs, resources and assessments. Researches and pursues funding, such as grants. Provides oversight and training of corpsmember training programs, including, but not limited to Corpsmember Orientation, Motivation, Education and Training (COMET) curriculum, Conservation Awareness Program (CAP) curriculum, Career Development and Transition (CDT) curriculum, Leadership Training, Blue Card, and life-skills trainings.

Data Collection, Strategic Plan Tracking, and Reporting: Supports CCC staff in tracking, data collection and reporting related to the Corpsmember Development Strategic Plan, internal tracking systems, partnerships, contracts, grants, and/or proposals, including competencies, activities, expected completions, developmental milestones, and progress toward transition beyond the CCC. Provides written proposals, reports, and updates documenting progress on a regular basis as needed. Attends staff meetings and participates in various administrative and organizational tasks as required and appropriate.

Policy Development, Revision and Review: Responsible for creation, revision and review of all CMD policies and procedures. Collaborates with field staff, headquarters staff and governmental agencies to ensure policies are current and compliant with statute, regulations, public codes and current practices. Uses approved departmental process to create new policies and procedures. Schedules periodic reviews of existing CCC policies and procedures and creates and leads work groups to revise as necessary. Policy and procedure focus areas include, but are not limited to, counseling/support, alcohol and drug prevention, and Corpsmember Strategic Plan tracking and coordination.

CCC Organizational: Attends staff meetings and participates in various administrative and organizational tasks as required and appropriate. May assist with other duties and tasks within the Division.

Who May Apply: Applicants currently at the Associate Governmental Program Analyst (AGPA) level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered; may consider filling at the Staff Services Analyst level.

Please indicate RPA #16-1091 in the job title section of your State application.